Total Project Cost Template

NIIMBL funding and Committed Cost Share

**Instructions: Add or Delete sections/language as applicable for your proposed scope of work.**

**SENIOR PERSONNEL**

*[insert name]*, will oversee the entire NIIMBL eXperience. S/he will *[insert project tasks]* for the program. S/he will devote *[#]* months effort/FTE OR *[#]* hours.

 **OTHER PERSONNEL**

Funding is requested to support [insert position title] The [insert position title] will work on *[insert description]*. The annual salary amount for [title] is $XX.XX for 12 months effort.

Administrative salary for [insert position title] The annual salary amount for [title] is $XX.XX for 12 months effort. Salaries requested in the budget as a direct cost meet the definition of §200.413. Proposed administrative salaries are integral to the project because *[insert project specific information stating why/how the salary is integral to the project]*. Proposed administrative salaries can be specifically identified with the project, are explicitly included in the budget, and are not recovered as indirect costs by our organization.

**FRINGE BENEFITS**

According to *[insert Org. Name]* policy, fringe benefits are calculated at or lower than our federally negotiated rates. A copy of the agreement can be found at: *[insert link to fringe rate agreement]*

OR

*[insert Org. Name]* calculates fringe benefits based on actual rates as follows: *[X.X]*% Retirement, *[X.X]*% Vacation, *[X.X]*% Health Insurance

OR

*Other rates [insert Org. Name]* calculates fringe benefits as follows:

\*A copy of your federally negotiated rate agreement, or copy of your standard business process for calculating fringe rates must be on file with NIIMBL at time of award.

**DOMESTIC TRAVEL for non-eXperience participants**

Domestic travel is requested for the *[insert travelers- Ex: PI and process engineer]* to attend a project kickoff meeting and the NIIMBL National Meeting. Costs include registration ($X.XX), airfare ($X.XX), ground transportation ($X.XX), lodging ($X.XX per night for [#] nights), and meals ($X.XX for [#] days) per person. Additional Travel funds are requested during Segment(s) [1-5] for *[insert who, what, where, when, why and provide similar cost breakdown]*.

\* All foreign travel will require prior written approval and must be Fly America compliant.

**SUPPLIES/OTHER DIRECT COSTS\***

|  |  |  |
| --- | --- | --- |
| Category of Items | Cost | Justification of need/detailed description of cost item |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Common examples include:

1. Supplies – Consumables for work in a hands-on lab experiment.
2. Other – For other costs not specifically listed above, identify and provide details of the costs and why the costs are necessary for project completion. Examples include:
3. Tuition – Funds in the amount of $XX are requested for tuition of graduate students working on this project per our institutional policy.
4. Facility Rental

\*Note: this list is not all inclusive. Add items as required.

\*\*Written prior approval and copies of vendor quotes may be required at time of project award.

**PARTICIPANT SUPPORT COSTS**

Participant support costs, include stipends or subsistence allowances, travel allowances, and/or registration fees paid to or on behalf of participants in conferences or trainees in training programs.

**Participant 1** *Stipend at* *$[500.00]* Transportation to host site(s), *[insert estimated local travel]*. Costs for lodging and meals *[insert estimated costs for eXperience duration]*. $xxx.xx

**Participant 2** *Stipend at* *$[500.00]* Transportation to host site(s), *[insert estimated local travel]*. Costs for lodging and meals *[insert estimated costs for eXperience duration]*. $xxx.xx

**Participant 3** *Stipend at* *$[500.00]* Transportation to host site(s), *[insert estimated local travel]*. Costs for lodging and meals *[insert estimated costs for eXperience duration]*. $xxx.xx

**Participant 4** *Stipend at* *$[500.00]* Transportation to host site(s), *[insert estimated local travel]*. Costs for lodging and meals *[insert estimated costs for eXperience duration]*. $xxx.xx

**Participant 5** *Stipend at* *$[500.00]* Transportation to host site(s), *[insert estimated local travel]*. Costs for lodging and meals *[insert estimated costs for eXperience duration]*. $xxx.xx

**INDIRECT COSTS**

*[insert Org. Name]*’s Indirect Cost (IDC) rates are approved by *[insert your Cognizant Agency]*. Our current negotiated rate of *[XX.X]*% was applied to Modified Total Direct Costs (MTDC). A copy of our Negotiation agreement can be found at [*[insert*](https://research.udel.edu/wp-content/uploads/formidable/35/UD-FY19-FY21-Signed-FA-Rate-Agreement.pdf) *link to IDC agreement]*.

**OR**

*[insert Org. Name]* does not currently have a federally negotiated indirect cost rate agreement. Additionally, *[insert Org. Name]* has never had a federally negotiated indirect cost rate agreement. We are electing to apply up to 15% for the federal de minimus to Modified Total Direct Costs as defined in 2 CFR 200.414 and §200.68.

(Org can elect to direct charge all cost and not use the 10% de minimus rate or lower their IDC rate and use the unrecovered IDC towards the cost share commitment)

**OR**

No indirect costs are applied to this budget.

\*Org can elect to use a lower IDC rate and use the unrecovered IDC towards the cost share commitment if they have a federally negotiated IDC rate.